

14 July 1972

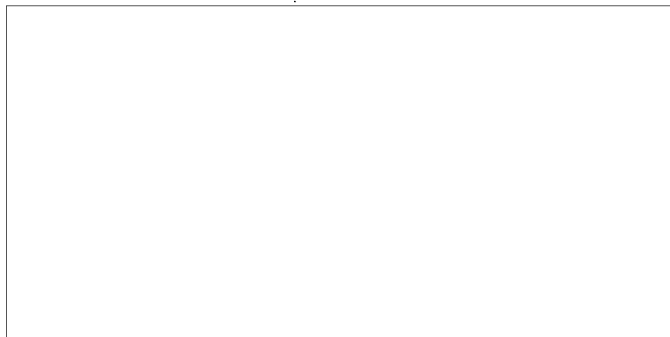
MEMORANDUM FOR THE RECORD

SUBJECT: Uniform Procedures for Security Control of
Collateral TOP SECRET and Compartmented
Intelligence Material; a Draft Paper

1. This memorandum deals with the various changes that were agreed to by the various directorate TOP SECRET Control Officers at a meeting held on 13 July 1972 in the office of [REDACTED] Chief, SSC. The following people attended this meeting:

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2. The title was changed from "Compartmented Intelligence Material" to "Sensitive Compartmented Information". *

* This footnote is the same as used on DCID 1/14 which describes sensitive compartmented information.

3. The following sentence was added to the first paragraph:
"Controlled TS means all TS material which are not compartmented."

4. Paragraph 2, titled CONTROL NUMBERS, subparagraph (b) had the following added to its first sentence: "in the case of SCI, and will be given a CIA TS control number in the case of collateral TS material."

5. Paragraph 3, titled LOGS had the entire third and fourth sentences deleted.


6. Paragraph 4, titled COVER SHEETS had inserted after the phrase "Compartmented Intelligence document" the phrase "and will remain with the document." It should be noted that the DDI indicated they could not possibly do this for all TS codeword material; referring to the use of cover sheets.

7. Paragraph 5 a (2), titled TRANSMISSION WITHIN THE AGENCY was modified to read: "If the receipt is not returned to sender within seven days, a follow-up will be initiated. A period of fourteen days is allowable in those cases where documents are sent outside of the Headquarters area."

8. Paragraph 5 b (2), titled Document Receipts, the phrase "two-week period" was changed to "seven days". The following sentence was added: "A period of fourteen days is allowable in those cases where documents are sent outside of the Headquarters area."

9. Titles of Paragraph 6 (a) and (b) had the word "Agency" changed to "Headquarters Building".

10. Other minor editorial changes were made, and may be observed by examining the attached copy.


Chief, Information Processing Branch
Physical Security Division

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Uniform Procedures for Security Control
of Collateral TOP SECRET and
Compartmented Intelligence Material

Sensitive Compartmented Info



The following procedures have been structured for use throughout the Agency to satisfy security needs for the protection and control of both collateral TOP SECRET and Compartmented Intelligence materials in accordance with the requirements of

Executive Order 11652. *Controlled TS means all TS materials which are NOT compartmented*

1. CONTROL OFFICERS

Agency TOP SECRET and Compartmented Control Officers *required* will be designated as needed to receive and facilitate the transmission and control of TOP SECRET and Compartmented Intelligence documents and to serve as offices of record for major organizational components.

2. CONTROL NUMBERS

Each TOP SECRET or Compartmented Intelligence document produced or received by an activity or individual in CIA will bear a

Footnote from DCID 1/14

control number which will serve to identify the document for purposes of control and accountability as long as it remains in the Agency.

(a) Documents Originated in CIA

Documents produced in CIA will be assigned a control number by the area TOP SECRET control officer in the case of collateral TOP SECRET, and by the Compartmented Intelligence Control Officer in the case of compartmented intelligence. Blocks of control numbers will be allocated by the Office of Security.

(b) Documents Received from Outside CIA

TOP SECRET and Compartmented Intelligence received from outside of CIA will bear the originator's

in the case of SCI, and will be given a CIA TS
control number. This number will be used to control

Control # in the case of Collateral TS material.
the document for the period of retention within the

Agency.

3. LOGS

TOP SECRET and Compartmented Intelligence documents produced or received by CIA will be recorded by the Area TOP SECRET or Compartmented Intelligence Control Officer serving the component

or individual originating or receiving the document. A log record

will be maintained. ² This log will include the title or subject, control

number, originating office, date of document, copy number. ⁴ Each

subsequent transfer of a copy of a document outside the area will

be recorded in the log showing date of transfer, recipient and

courier receipt number if applicable. Logs may be destroyed five

years after the documents shown in the log have been destroyed,

downgraded, transferred to Records Center or sent outside of the

purview of the control officer.

4. COVER SHEETS

A control and cover sheet will be prepared by the control

officer for each copy of every TOP SECRET or Compartmented

Intelligence document, ^{and will remain with the document,} until such time that the document is down-

graded or destroyed. Each control officer who receives the docu-

ment will sign in the left-hand column and record the date of receipt.

Each individual other than the control officer who receives the docu-

ment will sign in the right-hand column. The cover sheet may be

used as a certificate of destruction. New cover sheets will be attached

when the document is dispatched outside of CIA if the identity of CIA

officers is revealed on the original cover sheet.

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DDI indicates they can't possibly do this for
all 73 codeword,

5. TRANSMISSION OF DOCUMENTS

(1) TOP SECRET or Compartmented Intelligence documents may be delivered by any ~~Agency~~ ^{CIA} courier service.

(2) TOP SECRET or Compartmented Intelligence documents may be delivered throughout the Headquarters Building by any staff ~~officer~~ ^{employee} accredited for access to the material.

(3) TOP SECRET or Compartmented Intelligence documents are to be delivered only to Control Officers who will insure they are provided only to individuals ^{Accredited} approved for access to the material involved.

2) TRANSMISSION WITHIN THE AGENCY

(1) ^A Document Receipt ~~Form 2600~~ will be used when transmitting TOP SECRET or Compartmented Intelligence documents within the Agency.

(2) ^{The receipt} (b) If copy number one of Form 2600 is not ^{by sender} returned within 14 days, a follow-up will be initiated, ~~by the sender.~~ A period of 14 days is allowable in those cases when documents are sent outside of the Headquarters area.

6 TRANSMISSION OUTSIDE THE AGENCY

(1) Courier Receipts

2 Couriers Classified Mail Receipt ~~Form 240a~~ will be prepared for each TOP SECRET or Compartmented Intelligence document or group of documents sent outside the Agency. The receipts will be numbered serially and the number will be inscribed on the corresponding document receipt and on the envelopes or wrappers. The courier will sign and enter the date and time of pick-up on the duplicate which will be maintained in the transmitting office.

(2) Document Receipts

A document receipt ~~Form 615~~ will be prepared in duplicate for each document or group of documents.

The original document receipt will be enclosed with the documents in the inner wrapping and the duplicate

retained pending return of the original. A follow-up will be made on any document at the end of a ^{7 day} ~~two-week~~

period, if receipt is not returned. Add A period of 14 days

is allowable in those cases where documents are sent outside of the Headquarters area.

6. WRAPPING

(a) Transmission within the Agency

Headquarters Building

TOP SECRET or Compartmented Intelligence

documents are to be transmitted within the Headquarters Building in such a manner as to preclude inadvertent exposure.

(b) Transmission Outside the Agency

Headquarters Bldg.

TOP SECRET or Compartmented Intelligence

information and material shall be enclosed in opaque inner and outer covers before transmitting. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and address. The outer cover shall be sealed and addressed with no indication of the classification of its contents. A return address will be included.

7. DESTRUCTION

The destruction of TOP SECRET or Compartmented Intelligence documents must be accomplished in accordance with applicable laws and regulations. Questions concerning the legal authority for the destruction of Government records should be referred to the area

records officer. Surplus copies of TOP SECRET or Compartmented Intelligence documents may be destroyed by ^{approved means} ~~burning or pulping~~. This ~~is accomplished by the custodian or his designee by tearing or shredding into any standard disposal bag.~~ The date of destruction will be recorded in the area log. It is the responsibility of the custodian to inform the area Control Officer of destruction.

VOI Cont line with the last sentence.

8. REPRODUCTION

TOP SECRET or Compartmented Intelligence documents may be reproduced only upon authorization by the originator and reproduction must be limited to the minimum number of copies required for efficient operation. Reproduction copies will be controlled in the same manner as prescribed for original copies.

(a) CIA Produced Documents

Permission to reproduce CIA originated TOP SECRET or Compartmented Intelligence documents will be obtained from the originator if within the area proposing to reproduce or through the appropriate control officer if in another area.

(b) Non-CIA Produced Documents

Permission to reproduce TOP SECRET or Compartmented Intelligence documents of other

than CIA origin will be requested through the receiving control officer.

9. ACCOUNTABILITY

If TOP SECRET or Compartmented Intelligence documents cannot be accounted for, the Office of Security will be informed promptly.

10. WAIVERS

TK
Receipts will not be required for the transmittal of T/K material within the Headquarters Building in that area formerly known as the All-Source Center. OCI Registry's current procedures will serve in satisfaction of requirements for registration and accountability of T/K material.

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The initial point of receipt of COMINT within the Agency will serve as the official registry for record of disposition of such material and it will no longer be necessary to maintain strict accountability of such material among and between other internal control points or registries within the Headquarters Building.